



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

MAY 28 2009

**COMPTROLLER'S MEMORANDUM NO. 2009-12**

TO: Heads of Departments

SUBJECT: Encumbrance Submission Deadline

This is to inform all departments that June 30, 2009 is the deadline for submitting documents for encumbrance. Contract input forms and purchase orders must be properly completed and received by the Department of Accounting and General Services, Accounting Division, by 4:30 p.m. on June 30 to be charged against FY 2009. Documents received after this date will be returned unprocessed. Departments that enter purchase order encumbrances on-line or via interface must also adhere to this deadline.

We will retain the submission deadline of July 15 for the following:

1. Encumbrances related to payroll.
2. Encumbrances related to the purchase of goods or services under the following methods of source selection:
  - a. Competitive sealed bidding.
  - b. Competitive sealed proposals.
  - c. Professional services.
  - d. Sole source procurement.
3. Encumbrances for pCard purchase of goods or services.

The above items are to be submitted as blanket encumbrances using the Encumbrance Advice Form (SAFORM C-06). Comptroller's Memorandum No. 1991-16, 2005-12 and 2005-14 describe the documents to use when processing encumbrances in the statewide accounting system.

If there are any questions on this matter, please call Mr. Glenn Miyashiro of our Accounting Division at 586-0599.

A handwritten signature in dark ink, appearing to read "Russ K. Saito".

RUSS K. SAITO  
State Comptroller